



National Association of Letter Carriers



Request for Steward Time

Date _____

Supervisor Customer Services

Station

Pursuant to Article 17 of the National Agreement, I am requesting the following Steward Time to:

Investigate a possible Grievance Conduct Interview(s) Process Grievance at Informal Step A

Process Grievance at Formal Step A Process Appeal to Step B/Write Additions and Corrections

For a possible grievance concerning _____ or grievance # _____

I anticipate needing approximately _____ (hours) of Steward Time which needs to be scheduled no later than _____. In the event more Steward Time is needed I will inform you as soon as possible.

Your cooperation in this matter, will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

USPS Representative's Printed Name, Title

NALC Representative's Printed Name, Title

USPS Representative's Signature *Date*

NALC Representative's Signature *Date*

(Amount) Steward Time will be provided: ___/___/___ (date) _____ AM/PM _____
(Supervisor Initial)